



Massachusetts Department of Environmental Protection
Bureau of Waste Prevention – Recycling Program
Municipal Recycling Grant Application – FY 2005
for equipment, education & technical assistance

A. Applicant Information

Important:

When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.



1. Municipality, Regional Group

2. Address Line 1

3. Address Line 2

4. City/Town

5. State

6. Zip Code

7. Recycling Contact Name

8. Title

9. Telephone Number (555) 555-5555

10. Fax Number (555) 555-5555

11. E-mail Address

B. Items Requested

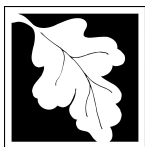
1. Select the grant item(s) you are requesting. More detailed information on individual grant items can be found at: www.mass.gov/dep/recycle/cities.htm#grants

Select Item(s)	Items
a. <input type="checkbox"/>	Curbside Recycling Setout Bins
b. <input type="checkbox"/>	Recycling Bin Stickers
c. <input type="checkbox"/>	Public Area Recycling Containers
d. <input type="checkbox"/>	Wheeled Recycling Carts
e. <input type="checkbox"/>	Roll-off Containers
f. <input type="checkbox"/>	Consumer Education and Outreach Materials
g. <input type="checkbox"/>	Pay-As-You-Throw Assistance
h. <input type="checkbox"/>	Home Composting Bins
i. <input type="checkbox"/>	Kitchen Scrap Buckets
j. <input type="checkbox"/>	School Chemical Management/Cleanouts
k. <input type="checkbox"/>	Healthy Lawn and Landscape Workshops
l. <input type="checkbox"/>	Technical Assistance
m. <input type="checkbox"/>	Water Conservation Tools
n. <input type="checkbox"/>	Anti-Idling Campaign Toolkit

All municipalities must have a Buy Recycled Policy and a CY2003 Recycling Data Sheet on file or submit one by the grant application deadline in order to be eligible to receive a grant.

Grant Application Deadline:
5:00 PM,
September 9,
2004.

Non-eDEP filers should return applications to:
DEP,
Consumer Programs,
1 Winter Street,
10th Floor,
Boston, MA
02108



Massachusetts Department of Environmental Protection
Bureau of Waste Prevention – Recycling Program

Curbside Recycling Setout Bins Request

Municipal Recycling Grant Application – FY 2005

Important:
When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.



A. Request Information

- Size of containers requested: ☐ a. 14 gallon ☐ b. 18 gallon
- Request is for: ☐ a. existing curbside program ☐ b. new curbside program
 - If this is a new curbside program, enter the number of households it will serve: _____
Households
- Number of bins requested – for new programs maximum request is 1 per household plus 5%: _____
Bins



B. Existing Programs Only

- Can your municipality provide 50% matching funds (i.e. pay for half the cost of requested bins)?
☐ yes ☐ no Note: Municipalities who can provide a match may be ranked higher.

C. New Programs Only

- What is the program start date? _____
Start Date (mm/dd/yyyy)
- Type of households included in program - check all that apply:
☐ a. single family ☐ b. 2-4 unit dwellings
☐ c. 5 units and up ☐ d. other: _____
e. Other Household Type _____
- Collection frequency: _____
a. weekly ☐ b. biweekly ☐ c. other: _____
d. Other Collection Frequency _____
- Program operator: _____
a. municipality ☐ b. contracted hauler ☐
- Provide hauler name, if selected: _____
Hauler Name
- Have funds been appropriated for program operation? ☐ yes ☐ no

D. All Programs

- Provide a justification for your curbside bin request. If for a new program, identify any remaining steps which must be taken by your municipality before bins can be used (e.g., issue RFR, sign contract, pass budget through town meeting, etc.) and provide a timeline of dates for accomplishing these steps.

☐ eDEP online filers check here for more space.



Massachusetts Department of Environmental Protection
Bureau of Waste Prevention – Recycling Program

Recycling Bin Stickers Request

Municipal Recycling Grant Application – FY 2005

Important:

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A. Request Information

These stickers are intended to be distributed to residents who wish to store their recycling in a container other than a municipal issued bin. The stickers are intended to identify to the curbside hauler that the contents of the container are recyclables.

1. Indicate quantity for each sticker message you are requesting:

- | | |
|---------------------|----------|
| a. recycle | _____ |
| | Quantity |
| b. paper | _____ |
| | Quantity |
| c. bottles and cans | _____ |
| | Quantity |
| d. yard waste | _____ |
| | Quantity |



2. Provide shipping address for stickers if different from applicant's address – please do not use P.O. boxes:

a. Contact Name

b. Street Address Line 1

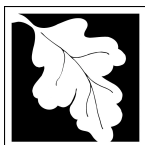
c. Street Address Line 2

d. City/Town

e. State

f. Zip Code

3. Indicate method of distribution (e.g. available at DPW; mailed to residents that request them):



Massachusetts Department of Environmental Protection
Bureau of Waste Prevention – Recycling Program

Public Area Recycling Container Request

Municipal Recycling Grant Application – FY 2005

Important:
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A. Request Information



DEP is offering recycling units that affix to the top of existing trash cans for the collection of deposit bottles and cans in public areas (e.g. parks, mass transit stations, etc). This attractive, “pyramid top” is made from recycled stainless steel and sits on top of cement base and steel top trash containers. It has two 4-inch openings to accept cans and bottles for recycling. The design is scavenger-friendly and therefore has only a 5-gallon capacity, which holds approximately 40 standard sized beverage containers (in public spaces, recyclables are generally removed by the public within a few hours). Drain holes in the bottom of the pyramid top allow liquids to drain into the trash container below.

1. Indicate the number of recycling units you are requesting: _____
Quantity
2. Can your municipality provide 50% matching funds (i.e. pay for half the cost of requested units)?
☐ yes ☐ no Note: Municipalities who can provide a match may be ranked higher.
3. Do you currently operate a public area recycling program?
☐ yes ☐ no
4. Do you have compatible trash containers?
☐ yes ☐ no – but I intend to purchase them if awarded a grant.
5. Indicate intended locations of containers (e.g. 6 municipal parks, 5 train/bus stations, along Main Street, etc.):



Massachusetts Department of Environmental Protection
Bureau of Waste Prevention – Recycling Program

Wheeled Recycling Carts Request

Municipal Recycling Grant Application – FY 2005

A. Request Information

Important:
When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.



Carts are for use in multi-family homes, schools, or municipally-sponsored business recycling programs. DEP will award carts to municipalities to distribute in buildings serviced by private haulers/businesses ONLY if the building managers / haulers sign agreements specifying municipal ownership and conditions of use of the carts.

1. Indicate the number of carts needed (minimum request of 25 carts per category):

a. 32-35 Gallon

b. 65-68 Gallon

c. 94-96 Gallon

2. Select preferred cart vendor:

drop menu here?

Check with your hauler to ensure you select a compatible cart.

3. Can your municipality provide 50% matching funds (i.e. pay for half the cost of requested carts)?

☐ yes

☐ no

Note: Municipalities who can provide a match may be ranked higher.

B. Recycling Program Information

Please complete the following questions about your recycling program, as applicable.

1. These carts will be used for the following type(s) of recycling programs:

example: 25 carts for 200 units in 10 buildings

a. Multi-family program

of Carts

for # of Units

in # of Buildings

b. School program

of Carts

of Schools

c. Municipally sponsored business recycling program

of Carts

of Businesses

2. Is the program ☐ a. new or ☐ b. existing?

3. If this is a new program, what is the projected start date?

Start Date (mm/dd/yyyy)

4. If a new program, identify any remaining steps which must be taken by your municipality before carts can be used (e.g. modify collection contract with hauler, sign agreements with building managers, pass mandatory recycling ordinance, pass budget, etc.) and provide a timeline of dates for accomplishing these steps.

☐ eDEP online filers check here for more space.



Massachusetts Department of Environmental Protection
Bureau of Waste Prevention – Recycling Program

Wheeled Recycling Carts Request

Municipal Recycling Grant Application – FY 2005

B. Recycling Program Information (cont.)

5. Categories of materials collected: ☐ a. paper ☐ b. commingled containers c. ☐ other:

d. Other Materials Category

6. Collection frequency: ☐ a. weekly ☐ b. biweekly ☐ c. other:

d. Other Collection Frequency

7. Who operates or will operate the program?

☐ a. municipal crews

☐ b. municipally contracted hauler

☐ c. private hauler/businesses are agreements in place with private haulers/businesses?
☐ yes ☐ no

d. Are agreements in place with private haulers/businesses?
☐ yes ☐ no

e. If municipally operated or contracted, have funds been appropriated for program operation?
☐ yes ☐ no

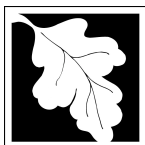
8. How will carts be distributed and used in your program?

☐ a. supplement existing carts

☐ b. first carts to be distributed ☐ c. other:

d. Other Use

9. Add any additional information you feel is relevant to your request below:



Massachusetts Department of Environmental Protection
Bureau of Waste Prevention – Recycling Program
Roll-off Containers Request
Municipal Recycling Grant Application – FY 2005

A. Request Information

1. List the size, style and number of dividers for each roll-off you are requesting. Also, list the recyclable material(s) for which requested roll-off will be used. A maximum request of two roll-off containers per applicant will be considered.

Note: Multiple materials should be collected in one roll-off ONLY when all those materials can be tipped at the same location.

a. Size	b. Style	c. Material 1	d. Divider, Material 2	e. Divider, Material 3
<input type="checkbox"/> 30 cubic yd. <input type="checkbox"/> 40 cubic yd.	<input type="checkbox"/> open top <input type="checkbox"/> closed top	_____	_____	_____
<input type="checkbox"/> 30 cubic yd. <input type="checkbox"/> 40 cubic yd.	<input type="checkbox"/> open top <input type="checkbox"/> closed top	_____	_____	_____

Important:

When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.



2. Can your municipality provide 50% matching funds (i.e. pay for half the cost of requested roll-offs)?

☐ yes ☐ no Note: Municipalities who can provide a match may be ranked higher.

B. Program Information

1. Who is eligible to participate in the municipal drop-off program? (check all that apply):

☐ a. All residents ☐ b. Apartments and condominiums ☐ c. Unrestricted
☐ d. Residents with stickers ☐ e. Small businesses, restaurants, etc.
☐ f. Other:

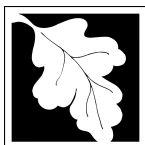
Other Eligible Participants _____

2. For each roll-off your municipality currently uses for recyclables, list the materials collected, tons collected and whether you rent, own, or were granted the roll-off:

a. Material collected	b. Tons / month	c. No. of rollofs	d. Own, rent, DEP grant
_____	_____	_____	<input type="checkbox"/> own <input type="checkbox"/> rent <input type="checkbox"/> DEP grant
_____	_____	_____	<input type="checkbox"/> own <input type="checkbox"/> rent <input type="checkbox"/> DEP grant
_____	_____	_____	<input type="checkbox"/> own <input type="checkbox"/> rent <input type="checkbox"/> DEP grant
_____	_____	_____	<input type="checkbox"/> own <input type="checkbox"/> rent <input type="checkbox"/> DEP grant
_____	_____	_____	<input type="checkbox"/> own <input type="checkbox"/> rent <input type="checkbox"/> DEP grant

3. If any of the requested roll-offs will replace rented roll-offs, what is the monthly rental fee?

Monthly Rental Fee _____



Massachusetts Department of Environmental Protection
Bureau of Waste Prevention – Recycling Program
Roll-off Containers Request
Municipal Recycling Grant Application – FY 2005

B. Program Information (cont.)

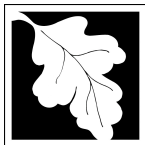
4. Identify any remaining steps which must be taken by your municipality before the roll-off(s) can be used (e.g., pass budget at town meeting):

A detailed justification will improve your chances of receiving this grant.

5. Please state why you need the requested roll-offs and how they will help you to increase the amount of recyclables collected in your program. If requesting roll-off containers for wood waste collection, please describe end-use (e.g., bio-mass, mulch, etc.):

[illegible]

☐ eDEP online filers, check here for more space.



Massachusetts Department of Environmental Protection
Bureau of Waste Prevention – Recycling Program
Consumer Education and Outreach Materials Request
Municipal Recycling Grant Application – FY 2005

Important:
When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.



A. Customized Consumer Education Materials

If awarded a customized grant, you will provide DEP with specific information about your recycling program which will be used to design your education materials **using DEP's format**. DEP will design, print and mail these education materials directly to your residents. DEP will coordinate the mailing of your customized consumer education materials according to your needs. Mailings must be completed by June 30, 2005.

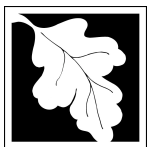
1. Number of municipal households: _____
Households
2. Check one box to indicate the type of piece which you would like to receive:
☐ a. Recycling chart - curbside and/or drop-off
☐ b. Postcard - to announce curbside or drop-off program changes/additions
☐ c. New curbside recycling package – includes postcard, chart, and sticker - new programs only
3. Postage Only Alternative – Would your municipality be willing to receive a grant in which DEP would only pay the bulk mailing postage costs of a town-designed and printed recycling brochure? (Brochure would have to conform to DEP/postal parameters.) ☐ yes ☐ no

Note: Due to limited funds, DEP may not be able to provide customized consumer education materials to the extent it has in the past. DEP is considering options that would offset the cost of consumer education materials, including “postage only” grants.

These materials offer general information to residents about junk mail reduction, multi-family recycling, source reduction, and the “how-to’s” of backyard composting. DEP does not direct mail these items to residents; your municipality will be responsible for distribution (through condo associations, town halls, libraries, as inserts in tax bills, at schools, recycling/transfer stations, etc.)

B. Standardized Consumer Education Materials

1. Indicate type(s) and quantities of standardized materials requested:
☐ a. multi-family recycling door hangers: _____
English _____ # Bilingual English/Spanish _____
Springfield MRF _____ # Springfield MRF Bilingual _____
☐ b. composting educational brochures: _____
Don't Trash Grass _____ # Home Composting _____
☐ d. waste reduction bookmarks: _____
Maximum request - not to exceed 10% total municipal households
☐ c. junk mail reduction kits: _____
Maximum request - not to exceed 10% total municipal households
2. Indicate method of distribution: _____
Distribution Method
3. Provide the shipping address for delivery materials, if different from applicant's primary address. Please do not use P.O. boxes:
a. Contact Name/Organization _____
b. Street Address _____
c. City/Town _____ d. State _____ e. Zip Code _____



Massachusetts Department of Environmental Protection
Bureau of Waste Prevention – Recycling Program
Pay-As-You-Throw New Program Assistance Request
Municipal Recycling Grant Application – FY 2005

A. Application Information

In Pay-As-You-Throw (PAYT) solid waste programs residents purchase preprinted stickers or bags for disposal of trash, thereby paying directly for the amount of solid waste that they generate, while recycling does not have a direct fee. Grants of up to \$10.00 per participating household served by the municipal solid waste program are provided for new PAYT programs. Grant funds may be used to fund the costs of bags, stickers and other start-up costs of new PAYT programs. Grant funds may be dispersed over a two-year period.

Important:

When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.



If you are just in the program planning stages of PAYT and would be interested in receiving technical assistance for evaluating PAYT or implementing PAYT in your community, please apply for an "in-kind" Technical Assistance grant.

1. How many households will be served by your new PAYT program? _____
Households Served
2. Indicate which method your municipality will utilize for your PAYT program:
☐ a. Bags ☐ b. Stickers ☐ c. Undecided
☐ d. Other – specify: _____
Other Method
3. Estimated start date for PAYT program: _____
Estimated Start Date (mm/dd/yyyy)
4. Recycling collection frequency:
☐ a. Weekly ☐ b. Bi-Monthly ☐ c. Other: _____
Specify Other Collection Frequency
5. How is your municipal trash currently collected? ☐ a. Drop-off ☐ b. Curbside collection
6. How is your municipal recycling currently collected? ☐ a. Drop-off ☐ b. Curbside collection
7. Indicate below what steps have been or need to be taken in order to implement a FY 2005 PAYT program. Prior to grant award all steps below must be completed and documented. Please attach a copy of any supporting documentation currently available that meets the below criteria.
 - a. Program approved by appropriate decision making body (BOH, BOS, BOPW, Town Meeting): ☐ yes ☐ no _____
Target Completion Date (mm/dd/yyyy)
 - b. Operating budget has been approved: ☐ yes ☐ no _____
Target Completion Date (mm/dd/yyyy)
 - c. Implementation plan / timeline is complete: ☐ yes ☐ no _____
Target Completion Date (mm/dd/yyyy)
8. ☐ I understand that in order to be eligible for a PAYT grant my municipal PAYT program must meet the following criteria:
 - Operate the program for at least 2 years.
 - Set a fee structure that insures that fixed costs of solid waste collection will be substantially covered by the tax base or other funding source and variable costs will be placed on the bags or stickers
 - No more than one free bag or sticker may be provided per household per week.
 - Drop-off towns must adopt an ordinance or establish permit conditions requiring private subscription haulers to provide integrated solid waste and recycling services to their customers. (i.e., all customers receive recycling collection with trash collection.)



Massachusetts Department of Environmental Protection
Bureau of Waste Prevention – Recycling Program

Home Composting Bins Request

Municipal Recycling Grant Application – FY 2005

A. Request Information

Important:
When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.



1. Indicate the type and number of bins requested (20 minimum/500 maximum per municipality):

a. 11 cubic feet New Age Composter

Quantity _____

b. 24 cubic feet New Age Composter

Quantity _____

c. 30 cubic feet New Age Composter

Quantity _____

d. 11 cubic feet Earth Machine

Quantity _____



The Earth Machine



New Age Composter

2. Request for: ☐ a. existing program – complete section B. ☐ b. new program – skip to section C.

B. Existing Program Information Only

1. Indicate the number of bins currently on hand:

Quantity _____

2. Amount of funds remaining in your dedicated compost bin account:

Funds Remaining _____

3. Total number of bins you have distributed in the program to date:

Total Bins Distributed _____

C. New Program Information Only

1. Who will coordinate program (take orders, answer questions, reorder bins)?

Name/Title

2. Indicate the bin prices(s) to be charged for applicable bins:

a. 11 cubic feet New Age Composter Price

b. 24 cubic feet New Age Composter Price

c. 30 cubic feet New Age Composter Price

d. 11 cubic feet Earth Machine Price

3. Where will bins be distributed (e.g., Town Hall, DPW, etc.):

4. Do you have a dedicated account or gift account set up (required for bin sales/reordering)?

☐ yes

☐ no - do you have the necessary approval to set up a dedicated or gift account? ☐ yes ☐ no

Note: This may require town meeting approval.

5. Please describe how you will promote your home composting education program:

☐ a. media promotion ☐ b. brochure distribution ☐ c. school composting program

☐ d. bin demonstration areas ☐ e. other:

f. Other Education Program



Massachusetts Department of Environmental Protection
Bureau of Waste Prevention – Recycling Program

Kitchen Scrap Buckets Request

Municipal Recycling Grant Application – FY 2005

A. Request Information

Important:
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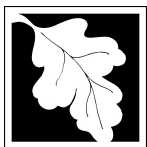
These are 2-gallon pails with lids to be used for residential kitchen collection of scrap food waste that will be added to a backyard compost pile or bin. Buckets are to be used in conjunction with the Home Compost Bin Program. Communities must have a compost program in place or apply for a new program to be eligible for these buckets. Grantees may sell kitchen scrap buckets to residents at cost (\$5.95) to enable grantees to continue the program after the granted buckets are distributed.

1. This is a: ☐ a. new program ☐ b. existing program

2. Indicate number of kitchen scrap buckets requested:

Quantity

3. How do you plan to distribute/promote kitchen scrap buckets to your residents?



Massachusetts Department of Environmental Protection
Bureau of Waste Prevention – Recycling Program
School Chemical Management / Clean-out Request
Municipal Recycling Grant Application – FY 2005

A. Introduction

DEP is offering grants for creating sustainable chemical management systems in public schools and clearing out stockpiled chemicals. The goals of this program are to reduce the purchasing of unnecessary chemicals, safely manage the chemicals necessary for classroom instruction, and management of the physical plant, and avoid future stockpiling. Schools selected for this grant will receive professional hazardous waste management services to perform a chemical inventory, training on chemical hazard awareness and how to establish and implement a chemical management plan, and up to \$5,000 per school district in clean-out expenses for unnecessary chemicals.

Who is eligible: Individual middle or high schools, or school districts are eligible for this grant. Applications must be submitted by a municipality on behalf of their school district or individual school(s). Due to funding levels, DEP may limit the cleanout to one school per district.

Schools selected for this grant must commit to:

- establishing an environmental health and safety team to implement the project
- developing and implementing a chemical management plan
- an annual chemical storage and safety check by the local Fire Department
- sending a minimum of three officials to a day-long training or two half day trainings on school chemical management
- submitting a summary report to DEP on the actions taken to implement the school's chemical management plan

B. School Information

1. Name of the school or district and the student population:

a. Name of School or District

b. Student Population

2. Has this school taken any actions to reduce the purchase or use of hazardous chemicals?

- ☐ a. yes – provide a chemical purchasing policy or evidence of chemical reduction action, such as micro or small-scale lab curriculum. eDEP filers please attach, paper filers please mail with form.
☐ b. no

3. Has this school performed a chemical cleanout in the past?

- ☐ a. yes – give a description of the measures taken, with relevant dates, below. ☐ b. no

c. description

4. Does this school have an existing environmental health and safety coordinator or team?

- ☐ a. yes - describe their activities to date below. ☐ b. no

c. description

5. Name of staff person responsible for implementation of the school chemical management plan:

Name of Staff Person

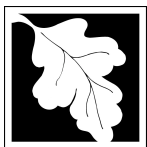
6. Is the school able to pay a nominal fee to cover the chemical pre-screen costs (\$500 - \$1000)?

- ☐ yes ☐ no

7. Provide documentation of support from the Board of Selectmen, Fire Department, and School Principal or Superintendent - eDEP filers please attach, paper filers please mail with form.

eDEP online filers: you will be given the opportunity to attach documents after completing your individual grant forms.

Note: this is a mandatory requirement.



Massachusetts Department of Environmental Protection
Bureau of Waste Prevention – Recycling Program
Healthy Lawns and Landscape Workshops Request
Municipal Recycling Grant Application – FY 2005

A. General Information

Important:
When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.



DEP is offering workshops to teach residents how to manage their lawns and landscapes without pesticides and chemical fertilizers. These workshops focus on increasing the overall health of lawns and landscapes by building soil health and using best management practices which reduce or eliminate the need for irrigation, pesticides and fertilizers. Participating residents will receive a “pesticide-free” lawn sign.

Municipal Benefits:

- Help municipalities meet Federal NPDES stormwater system requirements for public education;
- Increase environmental protection and improve public health through reduced use of toxic chemicals;
- Reduce contamination of groundwater, drinking water and water bodies by pesticides and fertilizers;
- Reduce amount of organic waste requiring collection and disposal by encouraging composting;
- Conserve water; and
- Increase biodiversity due to reduced toxic chemicals in the environment.

To be eligible, municipalities will need to provide a suitable venue; work with other municipalities and community groups in the area to maximize attendance and impact of the workshop and publicize the workshop using materials provided by DEP (e.g. through local newspapers, cable TV, public offices, libraries, etc.)

First consideration will be given to municipalities that have implemented or are working on municipal pesticide reduction policies (to reduce use of pesticides on municipal property).

B. Municipal Information

1. Can the municipality provide a venue that will accommodate up to 25 people? ☐ yes ☐ no
2. Have you implemented or taken steps towards implementing a municipal pesticide reduction policy(ies)? ☐ a. yes – describe below ☐ b. no

c. Describe

3. Indicate what other steps your municipality has taken to reduce the use of pesticides on municipal properties:

4. Name the staff person responsible for coordinating and prompting the workshop locally:

a. Name/Title or Position

b. Phone Number (555) 555-5555

c. E-Mail (optional)



Massachusetts Department of Environmental Protection
Bureau of Waste Prevention – Recycling Program
Customized Technical Assistance Grant Application – FY 2005

A. Applicant Information

DEP is offering customized technical assistance grants (CTAGs) in the form of funds and/or dedicated staff to assist municipalities and regional groups with innovative waste reduction and sustainability projects.

☐ I have reviewed the following technical assistance grant supporting document prior to submitting my technical assistance proposal:

- Technical Assistance Grant Description and Proposal Criteria

To apply for a customized technical assistance grant, please complete the information below, and attach a written proposal (3-4 page maximum) that addresses the elements described in the Proposal Criteria.

Important:

When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.



1. Applicant Organization

2. Contact Name

3. Title

4. Telephone Number (555) 555-5555

5. E-mail Address

6. Technical Assistance Project Title

7. Dollar Amount Grant Request

8. Is this a regional group application? ☐ yes ☐ no

9. Important: In lieu of funding, are you interested in in-kind assistance (i.e. a specified number of hours from an MRIP coordinator or DEP staff person) to implement your technical assistance project?

☐ yes – estimate number of hours needed, below ☐ no

Number of Hours Needed

10. ☐ I will be attaching my written proposal OR

11. ☐ I will be submitting my written proposal separately via mail.

All proposals not submitted electronically with this grant application **MUST** be submitted by the application deadline to be considered eligible.
Submit separate written proposals to:

Recycling Grants
DEP, Municipal Waste Reduction Program
1 Winter Street, 10th floor
Boston, MA 02108

eDEP online filers: you will be given the opportunity to attach documents after completing your individual grant forms.



Massachusetts Department of Environmental Protection
Bureau of Waste Prevention – Recycling Program
FY 2005 Technical Assistance Grants

Overview

DEP is offering customized technical assistance grants (CTAGs) in the form of funds and/or dedicated staff to assist municipalities and regional groups with innovative waste reduction and sustainability projects.

The application for a customized technical assistance grant (CTAG) requires a 3-4 page written proposal including a budget and timeline. CTAG projects can range in size from \$5,000 to \$25,000. DEP may award direct funding, dedicated staff time (i.e. the in-kind services of an MRIP coordinator or DEP staff person), or a combination of both. It is desirable that technical assistance projects be completed by the end of FY05. However exceptions may be made to allow projects to be funded beyond FY05, pending appropriation of funds.

In-Kind Only TA Grants: Communities in need of just technical assistance from staff, need only submit the Proposal Criteria items marked with an asterisk (see pages 3 and 4). *DEP will accept and evaluate early requests for in-kind technical assistance grants from communities who are able to use immediate assistance (able to start by the beginning of September, 2004).* Early requests should be submitted in written format only, not through the eDEP on-line application.

Eligible Projects: Technical assistance grants are intended to support implementation of pilot waste reduction programs (i.e. organics, source reduction, or hazardous household product management) and sustainability initiatives (i.e. water conservation, transportation mitigation, air pollution reduction). DEP is interested in funding projects that are cost effective, have potential to serve as a model for other communities, draw on public/private partnerships and resources, and will help achieve the goals of DEP's *Beyond 2000: Solid Waste Master Plan*.

Please note: This year, DEP has broadened the scope of eligible projects for technical assistance grants to include *sustainability initiatives*. Sustainability initiatives encompass a range of activities and programs designed to conserve resources, reduce waste and prevent pollution of air, land and water. DEP will consider proposals for projects that foster sustainable practices by Massachusetts residents, businesses, or municipal governments.

Examples of sustainability initiatives include, but are not limited to:

- Promote residential water or energy conservation through outreach campaigns
- Form a regional pesticide reduction and healthy lawn care education network
- Establish a rain barrel distribution program for residents
- Conduct municipal energy audit and obtain utility rebates for lighting or HVAC retrofits
- Form a community-based "Eco-Team" to educate residents about sustainable lifestyle practices
- Develop source separation and collection of wood waste for conversion to biomass fuel.

Other types of technical assistance projects that DEP is interested in funding include:

- Surplus property diversion programs and other source reduction initiatives at the commercial, local government and/or consumer sectors.
- Organics/food waste collection and composting
- Construction and demolition recycling/reuse
- Recycling and waste reduction programs for businesses
- Establishment of regional hazardous household product collection programs



Massachusetts Department of Environmental Protection
Bureau of Waste Prevention – Recycling Program
FY 2005 Technical Assistance Grants

Eligible Applicants

Applications will be accepted from the following entities:

- Municipalities (Department of Public Works, Boards of Health, schools, etc.)
- Regional government entities, such as solid waste management districts or cooperatives that have a government vendor number
- Non-governmental entities that have a government entity (e.g. a city, town) sponsoring the application. These organizations could include business associations, non-profit organizations, and regional planning organizations.

DEP encourages partnerships among municipalities, public schools and school districts, non-profit organizations, solid waste/recycling professionals, and municipal departments (e.g. boards of health, conservation commissions, etc). If you have questions about partnerships relative to your grant, please call Peggy Harlow at 617-292-5861.

Regional group applications: Regional applications are strongly encouraged. A regional application that is submitted by more than one municipality must identify a lead municipality to serve as the contracting agent on behalf of the regional group. The lead municipality should submit the only application for the group. The lead municipality will enter into a contract with DEP, will accept funds provided, and will be responsible for overseeing execution of the terms and scope of the contract. Please identify the lead municipality for your regional group in your proposals.

Use of Funds: Funds may be used to hire a project coordinator or consultant, purchase equipment or supplies, or to cover certain operating costs for pilot programs only*. Grant monies are provided on a reimbursement basis, therefore applicants must have the ability to pay for project costs up front and then be reimbursed by DEP.

Note: Technical assistance grants are not for the daily management and operational costs of municipal programs (e.g. salaries, capital replacement costs). Pilot program operational costs will only be considered for the portion that is above and beyond regular operational costs. Pilot programs that show potential for sustainability beyond the pilot period will be viewed most favorably.

DEP Assistance with CTAG Proposal Development: DEP staff members are available to answer your questions and advise you on proposal ideas prior to submittal. You are strongly encouraged to contact DEP staff to discuss your proposal ideas prior to submitting the grant application. Please contact Peggy Harlow at 617-292-5861 and she will refer you to the appropriate staff person.

Examples of Topics for Technical Assistance Proposals

Please note that this list is *not* all-inclusive. DEP will entertain any innovative waste reduction and recycling proposal from an eligible applicant.

- Develop and implement a consumer-oriented campaign to reduce the use of pesticides in home lawn and yard care.
- Establish a neighborhood-based outreach and education program to encourage source reduction and environmentally friendly practices. This could be modeled after the “Eco-Team” approach or could be an aggressively managed block leader program.
- Establish a “Green Team” for your municipality or institution. This working group should be composed of employees that will develop and implement source reduction and cost savings initiatives.



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Eligible Applicants (cont.)

- Establish food waste collection programs for restaurants, commercial generators, and institutions.
- Establish on-site and off-site food waste diversion/composting programs at schools, municipal buildings, etc.
- Establish and promote a program that requires C&D waste recycling plans from contractors who are constructing, renovating or demolishing municipal buildings.
- Implement a building deconstruction pilot project or program to demonstrate the feasibility of on-site reuse and recycling of used building materials.
- Implement a municipally sponsored business recycling program (eligible expenses could include start-up costs such as staff or intern time, promotional materials, etc.)
- Research feasibility, bid and execute a solid waste/recycling “franchise”-like agreement on behalf of the businesses in your municipality.
- Develop a regional approach to marketing recyclables or purchasing or promoting the purchase of recycled products. This may involve school purchasing consortiums.
- Establish a public space recycling initiative at a public transportation center or other public space. The project should include an outreach campaign to foster participation in the program.
- Pilot expanded curbside recycling collection methodologies (e.g. increased recycling capacity via second or larger (up to 32 gallon) recycling container or cart; pilot single stream recycling.) *This would be considered as a two-year grant.*
- Planning assistance for evaluating and implementing a Pay-As-You-Throw program.

Proposal Criteria

Note: Applicants for in-kind only grants need to provide only those criteria marked with an asterisk ().*

***Title:** Please assign your project a title consisting of 8 words or less.

***Brief Project Description:** Describe the project you are proposing in general terms (one paragraph)

***Goals and Objectives:** Identify the project goals and objectives and the reason why this grant is important to your community (communities). Discuss any challenges or barriers you are attempting to overcome, and what benefits the project will provide to your municipality or municipalities in your region. If you are proposing to purchase equipment to enhance a particular activity, please include a cost-benefit analysis.

Deliverables: Identify the *key milestones* and *tasks* to be accomplished. Be as specific as possible about the steps that you are proposing. Note: All funded projects must provide DEP with a detailed final report describing the accomplishments, barriers, costs (if appropriate) and lessons learned. Please keep this in mind when developing your budget.

***Timeline:** Provide a timeline identifying when specific tasks would be completed. If the project scope is small enough to complete within 6-8 months from the date of award, then the project will be treated as a FY2005 project only and all work must be completed by June 30, 2005. *Projects that may require multiple years of funding to complete should include yearly goals, deliverables and budgets.*

Project Evaluation: Identify specific performance benchmarks and describe how you will evaluate or measure the success of the proposed project. If appropriate, discuss baseline data available and data collection methodologies.



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Proposal Criteria (cont.)

Budget: Provide a detailed budget for the project. The budget should identify all items or services for which you are requesting funding, including equipment, outreach materials, coordinator or consultant costs, etc.) Any matching funds or services-in-kind that the applicant will provide should also be included and identified as such.

Resources: Identify the municipal staff person who will serve as the project coordinator and other key personnel such as consultants or subcontractors that will be involved. Provide a statement of qualifications or resumes for key people implementing the tasks.

Letters of Support or Interest: To the extent that other municipalities or partner organizations are involved in the project, please attach letters of support.



Massachusetts Department of Environmental Protection
Bureau of Waste Prevention – Recycling Program
Water Conservation Tools
Municipal Recycling Grant Application – FY 2005

Name of Municipality

A. Introduction

DEP is offering two new grant items to promote conservation of water in the residential and small business setting: rain barrels for the collection of rain from household gutters and downspouts, and water conservation kits. These tools can help residents and small businesses to reduce the demand on municipal water supplies and protect the local water table. Diverting rainwater from storm sewers also helps prevent erosion and reduces effluent which otherwise flows into rivers and lakes.

A **rain barrel** is a rainwater storage system that is connected to a down spout from a house or building. These 100% recycled barrels connect directly to your gutter's down spout and have an overflow valve and a spigot for attaching a hose or filling containers for hand watering.

The **water conservation kit** will help residents detect leaks in faucets and toilets, determine if their fixtures are water efficient, and offer tips on how to make their homes "water tight and waste free". It includes the following items:

- 1 chrome, low-flow showerhead with a massage setting.
- 1 roll of Teflon tape for installing the shower head.
- 1 1.5 g.p.m. bathroom faucet aerator with dual threads.
- 1 package of dye tablets to check for toilet leaks.
- 1 swivel faucet aerator for the kitchen.

Municipalities applying for these items must agree to sell them to the public at a discount. Revenue from sales must be placed into a dedicated account, from which the municipality will continue to reorder barrels and water conservation kits until the funds are depleted or the public demand is met.

Important:

When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.



B. Request Information

1. Number of rain barrels requested:

Quantity (should not exceed the equivalent of 5% of the number of households in your municipality)

2. Type/style of rain barrels requested:

☐ Sky Juice Rain Barrel ☐ New England Rain Barrel

3. Number of water conservation kits requested:

Quantity (should not exceed the equivalent of 5% of the number of households in your municipality)

4. What is the source of your municipal water supply?

Source (e.g., well water, MWRA, etc.)

5. How will your municipality publicize the availability of these items?

Non-eDEP filers should return applications to:
DEP,
Consumer Programs,
1 Winter Street,
10th Floor,
Boston, MA
02108



Massachusetts Department of Environmental Protection
Bureau of Waste Prevention – Recycling Program
Water Conservation Tools
Municipal Recycling Grant Application – FY 2005

B. Request Information (cont.)

6. Does your municipality have an existing dedicated or gift account, such as a home composting bin account, that can be modified to include rain barrels and/or water conservation kits?

☐ yes ☐ no

7. If you answered “no” to Question 6, do you anticipate any particular barriers to establishing this type of account? (Note: This may require town meeting approval.)

☐ yes ☐ no

If yes, please explain

8. Please describe any conditions or circumstances in your community that would support the implementation of a rain barrel and/or water conservation kit initiative:

9. Please identify (by title) the municipal employee who will coordinate the distribution of rain barrels and/or water conservation kits.

Title



Massachusetts Department of Environmental Protection
Bureau of Waste Prevention – Recycling Program
Anti-Idling Campaign Toolkit
Municipal Recycling Grant Application – FY 2005

Name of Municipality

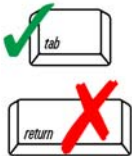
A. Introduction

Exhaust from motor vehicles is a major contributor to local and regional air pollution. These pollutants, in turn, impact the health of our communities. An idling automobile can emit two times more pollutants and greenhouse gases than one that is moving. These pollutants lead to aesthetic and environmental degradation and they negatively impact human health. A particular concern is emissions from diesel vehicles, containing fine particles that can be inhaled deeply into the lungs. Unnecessary idling also wastes fuel and money. Encouraging people to reduce the amount of time they idle by posting “anti-idling” signs and providing other messaging can be very effective. Anti-idling signs can be used to educate drivers about DEP’s idling regulation, 310 CMR 7.11. This regulation prohibits unnecessary idling in excess of five minutes.

Communities interested in developing an anti-idling campaign can apply for an anti-idling toolkit that includes signs for posting in public spaces (schools, transfer stations, mass transit pick-up/drop-off areas) and sample press releases and fact sheets for distribution to the public.

Important:

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B. Request Information

1. Please identify (by title) the municipal employee who will coordinate your anti-idling outreach campaign and the distribution of anti-idling signs.

Title

2. Describe any existing efforts in your community that would either support or be complemented by this activity.

3. Please identify any partner organizations and/or inter-departmental initiatives that would be part of an anti-idling campaign.

4. Describe how and where your community plans to use the signs. (Will they be posted at schools, public works sites, mass transit stations, etc.?)

Non-eDEP filers should return applications to:
DEP,
Consumer Programs,
1 Winter Street,
10th Floor,
Boston, MA
02108



Massachusetts Department of Environmental Protection
Bureau of Waste Prevention – Recycling Program

Municipal Recycling Grant Priority Ranking

for equipment, education & technical assistance – FY 2005

Important:
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A. Priority Ranking

1. Please rank in order of priority the items you are requesting (e.g., 1 = first choice 2 = second choice, etc.)

Items

Rank Priority

- | | |
|--|-------|
| a. Curbside Recycling Setout Bins | _____ |
| b. Bin Stickers | _____ |
| c. Public Area Recycling Containers | _____ |
| d. Wheeled Recycling Carts | _____ |
| e. Roll-off Containers | _____ |
| f. Consumer Education and Outreach Materials | _____ |
| g. Pay-As-You-Throw Assistance | _____ |
| h. Home Composting Bins | _____ |
| i. Kitchen Scrap Buckets | _____ |
| j. School Chemical Management/Cleanouts | _____ |
| k. Healthy Lawn and Landscape Workshops | _____ |
| l. Technical Assistance | _____ |
| m. Water Conservation Tools | _____ |
| n. Anti-Idling Campaign Toolkit | _____ |

B. Certification

1. ☐ Our municipality has made a Buy Recycled commitment by adopting an ordinance, by-law or policy to buy products made of recycled content in lieu of virgin products (when recycled products are readily available, of comparable quality and cost competitive).
2. ☐ Our municipality has a CY2003 Recycling Data Sheet on file with DEP **or**
3. ☐ We intend to submit a Data Sheet by the grant deadline.

"I am the municipal official with authority to apply for and accept state grants, and I certify that the information provided here is accurate to the best of my knowledge."

Signature

Print Name

Title

Date (mm/dd/yyyy)